

Date

Name

Street Address

City, State, Zip

Dear :

Your child care center, _____ (insert name of site) _____, participates in the USDA Child and Adult Care Food Program (CACFP) through the sponsorship of _____ (insert name of local agency) _____. Because the CACFP involves the use of Federal funds, we are required to ensure that the reimbursement each child care center receives is used to provide nutritious meals and snacks for the children enrolled in their care. As a Program sponsor, we are required to conduct surveys with parents of all enrolled children claimed by each site selected for review. These surveys are required by the Federal regulations governing the Program as they help to verify the information submitted by centers. **These surveys are maintained completely confidentially.**

Thank you for taking the time to complete the enclosed verification form. We appreciate your assistance in protecting the integrity of the CACFP. Again, all information will be kept confidential. Please return the form in the enclosed postage paid envelope by _____ (insert date) _____. If you have any questions, please call _____ (insert name) _____ at _____ (insert phone number) _____.

Sincerely,

Name

Title

Enclosures

Household Contact Questionnaire

We are asking that you review the records of: _____

Attached is a copy of the Daily Attendance (meal counts) for your child(ren) for the month of _____. Please review this information and check which response you feel is most accurate.

1. Is(Are) your child(ren) enrolled for care at this center? Yes No

Comments: _____

2. If not, when was your child's last day? _____

4. Are the days attended marked correctly for the days in care? Yes No

Comments: _____

5. If care is provided for an infant who has not reached their first birthday, was formula offered to you as a parent? Yes No

Comments: _____

6. If care is provided for an infant who has not reached their first birthday, are age appropriate meals offered? Yes No

Comments: _____

Signature of Parent/Guardian

Date